

EFFECTIVE

October 1, 2019.

Subject(s)

1. FOM 722-03, Placement Selection and Standards.
2. FOM 722-03C, Older Youth: Preparation, Placement, and Discharge.
3. FOM 722-03D, Placement Change.
4. FOM 722-03E, Placement Exception Requests and Approvals.
5. FOM 722-08E, Foster Care/Juvenile Justice Action Summary.
6. FOM 722-09C, Foster Care - Foster Care Action Summary.
7. FOM 722-15, Case Closing.
8. FOM 903-04, Purchased Care Payment Procedures.

**1) FOM 722-03,
Placement
Selection and
Standards**

Sibling Placement

Clarification has been provided regarding requirements and efforts to place siblings together when biological siblings were previously adopted or when children are stepsiblings.

Although not required, best practice suggests efforts be made to identify biological siblings who may have been adopted. Placement and visitation are not required but are encouraged when the adoptive parent is interested in placement or visitation.

Efforts should be made, but are not required, to place stepsiblings together. A sibling split PER is not required when stepsiblings are placed apart.

Reason: Office of Child Welfare Policy and Programs clarification.

Placement Changes

Requirements for changes in placement have been removed from this item and are now found in a new item, FOM 722-03D, Placement Change.

Documentation requirements for placement changes specific to the DHS-69, Foster Care/Juvenile Justice Action Summary, have been removed from this item. The requirements are now located in FOM 722-08E, Foster Care/Juvenile Justice Action Summary.

Reason: Reorganization of policy manuals.

Placement Exception Requests

Information on the placement exception request process has been removed from this item and placed in a new item, FOM 722-03E, Placement Exception Requests and Approvals.

Reason: Reorganization of policy manuals.

Court-Ordered Placements with Unrelated Caregivers

Policy regarding the process and approval of court-ordered placement of a child with an unrelated caregiver has been revised to include distinct procedures for when the placement is made with MDHHS' recommendation versus without or against MDHHS' recommendation.

Reason: Recommendation of Office of Child Welfare Policy and Programs.

Parental Placement of an MCI Ward

Requirements for parental placement of an MCI ward were removed from this item and can now be found in FOM 722-03, Placement Selection and Standards.

Reason: Reorganization of policy manuals.

Out-of-Town Inquiries (OTI)

Procedures for out-of-town inquiries were removed from this item. This information can be found in the Interstate Compact Manual (ICM) items 100-170 and FOM 722-14, Courtesy Supervision.

Reason: Reorganization of policy manuals.

Multiethnic Placement Act (MEPA) Complaint Procedures

Procedures for filing a complaint regarding discrimination in foster care of adoptive placements based on race, color, or national origin were removed from this item. Complaint procedures are found in SRM 403, Non-discrimination in Foster Care and Adoptive Placements.

Reason: Reorganization of policy manuals.

Minor Corrections

Hyperlinks were updated and minor corrections were made to this item.

Legal citations were added and updated.

Reason: Clarification by Office of Child Welfare Policy and Programs.

2) FOM 722-03C, Older Youth: Preparation, Placement, and Discharge

Voter Registration

Voter registration information must be provided to any youth in foster care at least 90 days prior to turning 18, and annually thereafter.

Reason: Clarification by the Office of Child Welfare Policy and Programs.

Parental Placement of an MCI Ward

Requirements for parental placement of an MCI ward were removed from this item and can now be found in FOM 722-03, Placement Selection and Standards.

Reason: Reorganization of policy manuals.

Case Closing

Documents required to be provided to youth leaving care at ages 13 or older, 14 or older, and 18 or older were removed from this item and are now contained in [FOM 722-15, Case Closing](#).

Reason: Reorganization of policy manuals.

Minor Corrections

Link to [FOM 970, Michigan Works! Agency Referrals](#), added.

Link to [FOM 950, Youth in Transition](#), added.

DHS-956, Foster Youth Housing Referral can now be emailed to the [Child Welfare Policy mailbox](#).

Reason: Clarification by the Office of Child Welfare Policy and Programs.

**3) FOM 722-03D,
Placement Change**

This new items details considerations and requirements for placement changes, including:

- Reasons that a child's placement may be changed.
- Notification requirements for placement changes.
- Process for Foster Care Review Board appeals.
- Documentation requirements.
- Temporary break placement requirements.

Reason: Reorganization of policy manuals.

**4) FOM 722-03E,
Placement
Exception
Requests and
Approvals**

This new item contains the required timeframes and approval paths for the following placement exception requests and reasons:

- Placement limitations
 - More than three foster children in the home.
 - More than five total children in the home.
 - More than three children under age three in the home.
- Placement more than 75 miles from the removal home.
- Residential placements.
 - Initial and continued residential placement.
 - Children under age ten.
 - Dual wards.
 - Abuse/neglect wards in juvenile justice residential.
 - Juvenile justice wards in abuse/neglect residential.

- Changes in residential placement.
- Placement in a residential not under contract.
- Placement outside of the contracted bed capacity.
- Emergency shelter facility placements.
 - Initial placement in an emergency shelter.
 - Repeated shelter placement within 12 months.
- One-to-one supervision.
- Siblings placed apart.
- Children with high risk behaviors.
- Treatment foster care.
 - Initial placement in treatment foster care.
 - Extension of treatment foster care placement.
- Court-ordered juvenile detention greater than 30 days.

Reason: Reorganization of policy manuals.

**5) FOM 722-08E,
Foster
Care/Juvenile
Justice Action
Summary**

This item has been updated to reflect timeframes and requirements for completion of the DHS-69, Foster Care/Juvenile Justice Action Summary, due to:

- Child fatality.
- Caseworker/organization change.
- Parent contact information change.
- Foster care transfer to adoption.
- Placement change.
- Temporary break.
- Foster care or juvenile justice program closure.

Reason: Recommendation of Office of Child Welfare Policy and Programs and reorganization of policy manuals.

**6) FOM 722-09C,
Foster Care -
Foster Care Action
Summary**

This item has been moved to [FOM 722-08E - Foster Care/Juvenile Justice Action Summary](#).

Reason: Reorganization of policy manuals.

**7) FOM 722-15,
Case Closing**

Orders Terminating MDHHS Supervision

Clarification was added regarding timeliness requirements for entry of the order terminating MDHHS supervision of a child. The department must enter the court order terminating the department's supervision of the child(ren) in MiSACWIS within 10 calendar days of receipt and no later than 60 days from dismissal of court jurisdiction.

Reason: Alignment with AFCARS reporting requirements.

Discharge Documents

Policy has been updated to include discharge documents that must be provided to the child's parent/legal guardian at case closure.

Reason: Clarification by Office of Child Welfare Policy and Programs.

Specific discharge documents required to be provided to youth leaving care at ages 13 or older, 14 or older, or 18 or older were updated and moved to this item from [FOM 722-03C, Older Youth: Preparation, Placement, and Discharge](#).

Reason: Clarification by Office of Child Welfare Policy and Programs and reorganization of policy manuals.

Minor Corrections

Hyperlinks were updated and minor corrections were made to this item.

Legal citations were added and updated.

Reason: Clarification by Office of Child Welfare Policy and Programs.

**8) FOM 903-04,
Purchased Care
Payment
Procedures**

Placement Exception Requests

Placement exception request requirements were removed from this item, as this information is now contained in FOM 722-03E, Placement Exception Requests and Approvals. A link to FOM 722-03E was added.

Reason: Reorganization of policy manuals.

Payment for Unlicensed Relatives

Funding sources for payment of treatment/administration rates and maintenance rates for unlicensed relative placements were updated.

Reason: Children's Services Agency recommendation.

Minor Corrections

Hyperlinks were updated and minor corrections were made to this item.

Reason: Clarification by Office of Child Welfare Policy and Programs.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Added Items ...

[FOM 722-03D](#)

[FOM 722-03E](#)

[FOM 722-08E](#)

[FOM 922-4](#)

Changed Items ...

[FOM 722-03](#)

[FOM 722-03C](#)

[FOM 722-15](#)

[FOM 903-04](#)

Deleted Items ...

FOM 722-09C